

POLICY AND COMMUNICATIONS BULLETIN

THE CLINICAL CENTER

Medical Administrative Series

M94-18 (rev.)

4 October 2000

MANUAL TRANSMITTAL SHEET

SUBJECT: Approved Symbols and Abbreviations

1. Explanation of Material Transmitted: This issuance provides guidance to health care personnel regarding the use of symbols and abbreviations in medical records and other documents at the Clinical Center. The policy was reviewed by the Medical Executive Committee on 3 October 2000 and approved with no changes.
2. Material Superseded: MAS No. M94-18 (rev.), dated 1 July 1997
3. Filing Instructions: Medical Records Section

Remove: No. M94-18 (rev.), dated 1 July 1997

Insert: No. M94-18 (rev.), dated 4 October 2000

DISTRIBUTION

Physicians, Dentists and Other Practitioners Participating in
Patient Care

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SUBJECT: Approved Symbols and Abbreviations

PURPOSE

This issuance sets forth the policy of the Clinical Center on the use of symbols and abbreviations in connection with medical records.

POLICY

The use of symbols and abbreviations in making entries in medical records is not encouraged. When health care professionals do use symbols and abbreviations, they shall be confined to those approved by the Medical Executive Committee.

DISCUSSION

1. A list of currently approved symbols and abbreviations is published by the Clinical Center's Medical Record Department, in a volume entitled "Medical Abbreviations Dictionary." Health care professionals should confine their use of symbols and abbreviations to those listed in this directory.

A current abbreviations listing may be accessed through the Clinical Center home page on the World Wide Web. The address is:

<http://www.cc.nih.gov/>

The abbreviations are listed in the Staff Information Section.

NIH staff members are cautioned to apply the utmost professional discretion when proposing to use any symbol or

abbreviation not found in this official listing, and are requested to notify the Director, Medical Record Department, Clinical Center, of any symbol or abbreviation that is used frequently in a constant context by members of any professional group.

2. When abbreviations are shown in this directory with multiple interpretations, the preferred interpretation is shown in **bold**.
3. Symbols and abbreviations are not permitted in impressions, final diagnoses, or operation and procedure titles required on dictated medical reports.
4. Suggestions or comments on the content or format of the directory should be directed to the Director, Medical Record Department, for incorporation in future editions.